



# *Manager's Report*

*for Council Meeting of June 8, 2004*

## **FINANCE**

Listed below are new businesses licensed during this period:

### **Business Name**

A-Z Services  
Bob's Family Market LLC  
Cardona, Sabrina  
Cast of Characters LLC  
Infomedia LLC  
K S Keene Kreations  
Leesburg Heating & Air Conditioning LLC  
Madisonbelle  
Medrano Contracting  
M T Bradfield & Associates LLC  
Nature By Design  
O A G Home Repairs

## **HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of May 21 – June 4, 2004:

### **New Hires**

Lindsay Kennedy  
Joleen Easterday

### **Position**

Summer Management Intern  
Recreation Program Manager

### **Department**

Executive  
Parks and Recreation

### **Promotions**

None

### **Transfers**

None

### **Separations**

#### ***Resignations:***

Abinet Belachew  
Robert Berkey

### **Position**

Staff Accountant  
Management & Budget Analyst

### **Department**

Finance  
Finance

### ***Retirements***

None

### ***Terminations***

None

**Safety and Health Committee**

The employee Safety and Health Committee continues to produce programs and policies to safeguard the safety and health of the town employees. The committee recently developed a Code of Ethics which will be framed and displayed in each department.

**PLANNING, ZONING & DEVELOPMENT**

**PLANNING DIVISION:**

<b><u>DIVISION OF CURRENT PLANNING</u></b> <b><u>PLAN REVIEW ACTIVITY</u></b>			
<b>PLANS REVIEWED DURING THE PERIOD OF:</b> <b>MAY 19, 2004 – JUNE 2, 2004</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Rosebrook/Johnston Property Subdivision (old 207 Fairview Street) TLFS-2003-0002	Final Subdivision Plat	1 <sup>st</sup>	Subdivision of 20 single family detached residential dwelling lots.
Battlefield Marketplace TLRD-2004-0006	Revisions to Approved Development Plan	2 <sup>nd</sup>	(Costco Water Vault Only)
Georgetown Mews, Lot 11	Buffer Yard Reduction Request	1 <sup>st</sup>	Request to reduce required buffer yard width
Tavistock Office Park	Request for Preliminary/Final Authorization	1 <sup>st</sup>	
Auto Nation TLZM-2004-0003	Rezoning referral	1 <sup>st</sup>	
Oaklawn at Stratford, Dulles Greenway Ramp D1 & Tolbert Lane TLPF-2004-0007	Preliminary/Final Development Plan	1 <sup>st</sup>	Tolbert Lane roadway and interchange improvements at the Dulles Greenway
Oaklawn at Stratford, Phase 1 Public Improvements TLPF-2004-0008	Preliminary/Final Development Plan	1 <sup>st</sup>	Battlefield Parkway and adjacent public road improvements
Stratford Ryland Lake Facility DP 2000-20	Revisions to Approved Development Plan	1 <sup>st</sup>	Minor revisions
Turner Wilson	Construction Drawings	3 <sup>rd</sup>	Construction of 16 single family detached residential dwellings
Turner Wilson	Final Subdivision Plat	2 <sup>nd</sup>	Subdivision of 16 single family detached residential dwellings lots
Battlefield Marketplace TLES-2004-0001	Easement Plat	4 <sup>th</sup>	Target irrigation
Edwards Landing, Phase 3, Lots 226-249 TLRD-2003-0008	Revisions to Approved Construction Drawings	2 <sup>nd</sup>	Grading revisions-voided
Edwards Landing, Phase 3, Lots 248-257 TLRD-2003-0007	Revisions to Approved Construction Drawings	2 <sup>nd</sup>	Grading revisions-voided

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MAY 19, 2004 – JUNE 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Mobil Car Wash TLDW-2003-0007 (Adjacent to Mobil Gas station at Battlefield Shopping Center)	No Adverse Impact Certification Plan	3 <sup>rd</sup>	Construction of a carwash
Battlefield Marketplace TLES-2004-0005	Revisions to Approved Development Plan	1 <sup>st</sup>	Off-site waterline easement at Kohl's
Airport Commerce Park TLMS-2004-0001	Minor Subdivision Plat	2 <sup>nd</sup>	
Woodlea Manor Water Booster Pumping Station-Albrittain Property TLES-2003-0003	Easement Plat	3 <sup>rd</sup>	Utility & Ingress/Egress Easement
Woodlea Manor Water Booster Pumping Station-Woodlea Property TLES-2003-0010	Easement Plat	3 <sup>rd</sup>	Utility & Ingress/Egress Easement
Battlefield Marketplace TLRD-2004-0006	Revisions to Approved Development Plan	2 <sup>nd</sup>	Costco water vault
Battlefield Marketplace TLES-2004-0001	Easement Plat	4 <sup>th</sup>	Target irrigation
Rosebrook/Johnston Property Subdivision (old 207 Fairview Street) TLFS-2003-0002	Final Subdivision Plat	1 <sup>st</sup>	Subdivision of 20 single family detached residential dwelling lots.
Loudoun County High School HS-05 (Cangiano Property) TLPF-2004-0009	(Sketch) P/F Development Plan	1 <sup>st</sup>	WITHDRAWN-Construction of a high school
Loudoun County Elementary School ES-13 (Cangiano Property) TLPF-2004-0003	(Sketch) P/F Development Plan	2 <sup>nd</sup>	WITHDRAWN-Construction of an elementary school
PLANS APPROVED OR RECORDED DURING THE PERIOD OF: MAY 19, 2004 – JUNE 2, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Construction Drawings	7 <sup>th</sup>	Construction of nine single family detached residential dwellings (Approved)
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Deed of Subdivision, Easement		Construction of nine single family detached residential dwellings (Approved)
Beauregard Estates, Phase 5 (200 block of Lawson Road)	Final Plat		Construction of nine single family detached residential dwellings (Approved)
Battlefield Marketplace TLRD-2004-0006	Revisions to Approved Development Plan	2 <sup>nd</sup>	Costco water vault (Approved)

**ZONING DIVISION****Zoning Permits Issued Residential**

237 Dry Mill RD, SW, 1 SFD - \$450,000 - Beeler Subdivision

Edwards Landing 3, 2 SFD - \$200,000 &amp; 5 SFD - \$125,000

Potomac Crossing, 7 SFA - \$55,000

**Zoning Permits Issued Commercial**

677 Potomac Station Retail - interior fit-up - \$2,500.00  
104 Wallace DR, SE - tent at Stowers Recreation Center - \$900.00  
102 Heritage Way, NE - interior alterations - \$12,000  
2 Fairfax Street, SE - interior alterations - Virginia Village  
241 Fort Evans RD, NE - #609 retail fit-up, Leesburg Premium Outlet Mall - \$80,000  
Market Street (across from FAA) 2 demolition permits  
655 Potomac Station DR, NE - commercial retail fit up - Potomac Station Retail

**Occupancy Permits Issued Residential**

Potomac Crossing - 5 SFA & 2 SFD  
Potomac Station - 4 SFA  
Hamlets at Leesburg - 1 SFA/Duplex  
Edwards Landing - 3 SFD

**Occupancy Permits Issued Commercial**

645 Potomac Station DR - retail fit-up - Tiger Den, Potomac Station Retail  
241 Ft. Evans RD, NE - retail fit-up – Guess, Leesburg Corner Outlets  
215 Ft. Evans Rd. - Retail/Panera Bread  
607 Potomac Station DR, NE - Chevy Chase Bank, Potomac Station Retail  
104 Wallace Dr, SE - Pool & Pool House (Stowers)  
671 Potomac Station Drive - Simply Wireless, Potomac Station Retail

**Special Exceptions: 18 Active or Under Review for Acceptance**

1. TLSE 2002-0012 KFC/LJS: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows to be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Council public hearing was held on April 27, 2004. At the post-public hearing meeting on May 11, 2004 Council voted 5-2 to deny the request under Resolution No. 2004-72.
2. TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing is scheduled for June 3, 2004.
3. TLSE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the Southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
4. TLSE 2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.

5. TLSE 2004-0003 Leesburg Plaza East: Located at the Northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
6. TLSE 2004-0004 Potomac Station Gas Station/Convenience Store: Located at the Southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.
7. TLSE 2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
8. TLSE 2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004 and is currently under review by staff.
9. TLSE 2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004 and is currently under review by staff.
10. TLSE-2004-0008 Meadowbrook Bank drive thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
11. TLSE-2004-0009 Meadowbrook, Bank drive thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
12. TLSE-2004-0010 Meadowbrook, convenience store/gas pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
13. TLSE-2004-0011 Hertz Rent-a-car: Located at 4 Cardinal Park Dr., SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to auto body shop patrons. The application was resubmitted on May 4, 2004 and is currently under review for acceptance.

14. TLSE-2004-0012 Real Estate Holdings: Located on the south side of East Market St. east of the Shenandoah University campus. The application requests two Auto dealerships. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-003)
15. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests 228,000 square feet of mixed retail. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
16. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
17. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
18. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ drive-thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 3,000 square foot fast food restaurant with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
19. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

**Commission Permits: 1 Active**

1. TLCP 2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

**Rezoning: 6 Active or Under Review for Acceptance**

1. TLZM 2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant, D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
2. TLZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on

November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.

3. TLZM 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
4. TLZM 2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0003 Real Estate Holdings: Located on the south side of East Market St. east of the Shenandoah University campus. The applicant is requesting to amend ZM#129 Leesburg Auto Park, to allow for two Auto dealerships. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLSE-2004-0012)
6. TLZM-2004-0004 H-1 District Expansion: Located at the northern terminus of Wildman Street and west of Catoctin Circle. This Council-initiated action is to expand the H-1 Old and Historic Overlay District to include the Carlheim Estate (also known as the Paxton Property). A joint public hearing of the Town Council and the Planning Commission was held **May 25, 2004**. Council approved the expansion by a vote of 6-0-1.

#### **Town Plan Amendments: 2 Active**

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

#### **Zoning Ordinance Amendments**

1. ZOAM 2004-0001: These amendments to various sections of the Zoning Ordinance were initiated by Council at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission is scheduled for June 3, 2004.

2. ZOAM 2004-0002: On April 19, 2004 Council initiated an amendment to Section 7.5 to expand the H-1, Old and Historic Overlay District to include the house and property known as Carlheim or the Paxton Property. A joint public hearing of the Town Council and the Planning Commission was held **May 25, 2004**. Council approved the expansion by a vote of 6-0-1.

### **Board of Zoning Appeals Cases**

BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. On May 7, 2004 the applicant withdrew the request for a variance in writing so the case is closed.

### **Board of Architectural Review Cases**

The most recent Board of Architectural Review meeting was held on Monday, May 17, 2004. The agenda included 13 applications; 11 were approved on the consent agenda; one was taken off the consent agenda for discussion at applicant's request and one was deferred.

### **WATER & SEWER ADMINISTRATION**

During this time frame there were:

- 17 Public Facility Permits issued totaling \$180,596.00
- 14 work orders issued for meter sets
- 15 requests for occupancy inspection were issued

### **Capital Projects Update**

- Three plans and one request for modeling were received for review within the service area.
- Several meetings were held with the developers and engineers to review upcoming projects.
- The RFP for miscellaneous water and sewer system replacement projects is near completion.
- The final construction plans for the expansion and upgrade to the Water Pollution Control Facility has been received and submitted to the Planning Department for review.
- An IFB for sludge removal services at the Water Plant has been issued and we are awaiting the receipt of bids.
- In response to an IFB issued for Sanitary Sewer Relining project, two bids were received with the lowest bid by Am-Liner, Inc.
- Revised plans for the Woodlea Manor Booster Station have been received.

### **WATER SUPPLY DIVISION**

#### **Virginia Department of Health Inspection**

VDH performed an annual inspection of the Water Filtration Plant on 4/22/04. Water Supply Division personnel were complimented on operating and maintenance characteristics. No major items of concern were noted.



**WATER POLLUTION CONTROL DIVISION****Maryland Discharge Permit Renewed**

The Town of Leesburg's MPDES discharge permit has recently been renewed for a 5-year period. Most of the terms and conditions are comparable to the two previous MPDES permit requirements, however the following special conditions apply to the new permit:

- The permit allows for an increased flow rating of 7.5 million gallons per day, following completion of the Water Pollution Control Facility Upgrade and Expansion Project 7.5.
- Concurrent with the increased flow rating of the Water Pollution Control Facility, the town is expected to make its best efforts to limit the quantity of total nitrogen discharged to the Potomac River and Chesapeake Bay to a goal of 91,000 pounds per year, and the quantity of total phosphorus to a goal of 6,800 pounds per year.
- Although the above nutrient goals are not enforceable, the permit has a "re-opener" clause, which could potentially convert these goals to permit limitations through the development of Maryland standards for "Total Maximum Daily Loads" or the imposition of nutrient load requirements from the Potomac River Tributary Strategy for Virginia.
- Members of the town staff and our special legal counsel are working with the authorities from both Virginia and Maryland to ensure that the town's current and future needs related to flow capacity and nutrient discharges are addressed, while at the same time remaining a good steward of the environment.

**UTILITY LINES DIVISION****Training**

- Mike Nolan & Alex Barrett attended Badger Meter School. Mike Cummings & Lesley McClaughry attended a Stress Management Class Town Hall.

**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging.
- Sewer easement mowing
- Cleaning of Cattail pumping station
- Installing a rain gauge at Old Waterford Pumping Station
- Cleaning of sewer mains in Tavistock
- Tv'd sewer main on Sycolin Rd. for root intrusion.

**Summary Programs**

- Staff performed complete maintenance on 37 fire hydrants.
- Staff provided 15 new connections to town utility system.
- Staff repaired 2 water leaks.
- Staff responded to 701 requests to locate utilities (Miss Utility).

## TOWN OF LEESBURG

Full-time vacancies as of June 4, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Finance</i>	1	Staff Accountant	5/21/04	√					
	1	Management & Budget Analyst	6/4/04	√					
<i>Eng &amp; PW</i>	1	Senior Engineer (readvertise 3-1-04)	7/1/02	√	√				
	1	Maintenance Worker I	2/20/04	√	√				
	1	Senior Engineer	3/22/04	√	√				
<i>P&amp;R</i>	1	Custodian (readvertisement)	1/6/04	√					
	1	Aquatics Supervisor - Readvertisement	3/29/04	√	√				
	1	Fitness Supervisor	3/29/04	√	√	√	√	√	
	1	Recreational Program Supv	5/18/04	√	√				
	1	Head Preschool Teacher	5/19/04	√					
<i>P &amp; Z</i>	1	Planner	3/5/04	√					
	1	Admin Associate II	5/10/04	√					
<i>Police</i>	2	Police Officer	7/1/03	√	√	√	√	√	√
	1	Police Officer	10/15/03	√	√	√	√	√	√
	1	Police Officer	2/15/04	√	√	√	√	√	√
	1	Communication Technician	2/15/04	√	√				
	1	Police Officer	4/13/04	√	√	√	√	√	√
	2	Police Officers	5/23/04	√					
	1	Communication Technician	6/28/04	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Meter Systems Technician	5/14/04	√					
	1	Temp full time summer worker	5/14/04	√					
<i>Water Supply</i>	1	Sr. Water Plant Operator	3/1/04	√					
	1	Water Plant Operator	4/28/04	√					
<i>WPCD</i>	1	Utility Plant Operator	4/16/04	√					
	1	Utility Plant Supervisor	4/16/04	√					
<b>TOTAL</b>	29								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe